

Embrace Life Services

Home and Community Based Coordinator

Job Objective:

To effectively coordinate and manage Home and Community Based Services (HCBS) for individuals with developmental disabilities supported through DDD, ensuring the delivery of high-quality, person-centered care. The coordinator will be responsible for overseeing service plans, compliance with regulatory standards, and fostering a collaborative environment among care providers, families, and community resources. The ultimate goal is to enhance the quality of life and promote independence for individuals served within the HCBS framework.

Terms of Employment:

Embrace Life Services employment opportunities are offered at an “At-Will” Agreement. At-Will is defined as a mutual consent of the employee and Embrace Life Services. While Embrace Life Services has every hope that the employment relationship will be mutually beneficial and rewarding, employees and Embrace Life Services (or its successor) each retain the right to terminate the employment relationship at will, at any time, with or without cause.

General Qualifications:

These qualifications are to ensure that the applicants possess the necessary skills, knowledge and experience to effectively perform the responsibilities of the roles. Qualifications help in identifying suitable candidates who can contribute to the organization’s missions and meet the unique needs of the position. The qualifications for the HCBS Coordinator are as follows.

- High School diploma or equivalent.
- Personal or professional experience working with individuals with developmental disabilities.
- Compassion, patience, and a genuine desire to support the well-being of residents.
- Basic knowledge of developmental disabilities and person-centered care principles.
- Strong communication, interpersonal and teamwork skills.
- Passed certified training requirements set by DDD and ELS such as Article 9, CPR/First-Aid, Prevention and Support, Fingerprint Clearance Card and any other requirement that may be set in the future by both ELS and DDD.
- Valid Driver’s License and Valid 3-year driving record.

Environment/Working Conditions:

This position will work in a dynamic environment, balancing office tasks with regular field visits to multiple services locations. The role requires frequent travel, strong collaboration, and clear communication with clients, families, and providers. The coordinator will manage service plans, ensure compliance with regulations, and address any issues that arise. This position may involve extended hours, on-call duties, and requires problem-solving under pressure, all to ensure the highest quality of care and support for clients.

Key Responsibilities:

- **Service Coordination:**
 - Develop, implement, and monitor individualized service plans for clients, ensuring they receive appropriate services that align with their needs and goals

- Coordinate with service providers, families, and others to deliver seamless care.
- **Compliance and Documentation**
 - Ensure all services meet state and federal regulatory requirements, including maintaining accurate and up-to-date documentation.
 - Conduct regular audits and assessments to verify compliance and quality of care. Team Leadership and Support.
- **Crisis Management**
 - Respond to emergencies or crises involving clients, ensuring immediate and appropriate action is taken.
 - Serve as the primary contact for on-call situations, providing leadership and decision-making support during off-hours.
- **Communication**
 - Act as a liaison between clients, families, service providers, and regulatory agencies to facilitate effective communication and collaboration.
 - Conduct regular meetings and reviews with all stakeholders to discuss progress, challenges, and changes in care plans.

Pay-Structure/Monetary Incentives:

Starting Pay: \$18.00/HR

Pay rate increase based on member. If HCBS Coordinator oversees less than 39 members, staff will remain at starting pay of \$18.00 an Hour. If Coordinator increases member cases from 40-49 pay will increase to \$23 an Hour. If member cases are from 50-59, staff will pay will be increased to \$26.50 an hour.

Bonuses:

\$250 for each new member from a referral from families'/employees/ or friends, issued after 90 days of services provided.

\$350 for each new member enrolled through the Vendor Call Response process.

\$3,000 for 100%-96% rating from Monitoring

\$1,500 for 95%-90% rating for Monitoring

Acknowledgement:

By applying for this position. You acknowledge that you have read and understood the information provided in this job description. You also understand the responsibilities, qualifications, and pay structure outlined in this document may be subject to change at the discretion of the organization. Furthermore, you certify that the information you provided during the application process is true and accurate to the best of your knowledge.

Signature: _____